



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 13, 2014

Micki Willman
1326 E Avenue NW
Cedar Rapids, Iowa 52405

Dear Micki,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe- <http://www.cpsc.gov/>

This letter is in regards to the February 12, 2014 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: I observed cleaning supplies in the cabinets below the sink in the kitchen and the bathroom that had cleaning supplies accessible to a child as they did not have safety locks on them. I observed there was no safety barrier at the stairway leading to the second floor.

How to correct: Either move the cleaning supplies to a place that is secured from access by a child or place a safety lock on the cabinets they are stored in. Correct all items found to be out of compliance prior to my follow up visit on March 18, 2014.

Please notify me by February 19, 2014 the smoke detectors have been mounted and the cleaning supplies have been secured from access by a child.

☐ 110.5(1) b- All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Reason determined out of compliance: I observed cleaning supplies in the cabinets below the sink in the kitchen and the bathroom that had cleaning supplies accessible to a child as they did not have safety locks on them.

How to correct: Either move the cleaning supplies to a place that is secured from access by a child or place a safety lock on the cabinets they are stored in.

☐ 110.5(1) g- Safety barriers are at stairways and doors as needed.

Reason determined out of compliance: I observed there was no safety barrier at the stairway to the second floor.

How to correct: You placed a safety barrier once this was identified as out of compliance. Keep this safety barrier in place at all times you have children who cannot negotiate steps independently in care. Developmentally this is usually around the age of three.

☐ 110.5(1) h- A safe outdoor play area is maintained in good condition throughout the year.

Reason determined out of compliance: You stated you have some wood chips under the outdoor play equipment with a fall of more than 18 inches. You reported the chips were not very deep.

How to correct: Following the guidelines I gave you add more wood chips to a depth that will cushion a fall from the equipment you use. Make sure it is spread out to cover the guidelines for area surrounding the equipment.

☐ 110.5(1) h Is fenced off when located on a busy thoroughfare or near a hazard.

We agreed to a safety plan you will not use the side yard for outdoor play during the hours the traffic on the street in front of your home is busy due to parents taking or picking up children from the school nearby. I have enclosed your copy of that plan

☐ 110.5(1) k- Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance: You did not have documentation of fire and tornado drills practiced for January 2014.

How to correct: Make sure you practice monthly these emergency drills and document the date and time you do them.

☐ 110.5(1) n- Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Reason determined out of compliance: I observed there was not a smoke detector mounted at the top of either stairway.

How to correct: Place a smoke detector at the top of both stairways in your home.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have documentation you test the batteries on your smoke detectors for January 2014.

How to correct: Make sure you test the smoke detector batteries monthly and document the date and time you do them.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: After reviewing your provider file I noted the physicals for Micki, Justin and Lucas were more than 2 years old. I did not find any information with regard to Justin's immunizations for MMR and polio.

How to correct: Obtain copies of a physical for these household members dated within the past 2 years. If they do not have one you will need to get their physicals updated. For you and Justin use the form I left with you for the appointment.

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) a- Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

The Child Intake Sheet for one child needs a parent's signature.

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: I did not find this information in the files for any of the preschool children in your care.

How to correct: Whenever a child starts in your care make sure you get a physical dated within the past 12 months for their file and always retain this in their file. You should get a health history and make sure the parents give you information about any special conditions or allergies. Keep the initial physical in the ongoing file for each child.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find this information in the files for seven children.

How to correct: Obtain a copy of a physical for these children from the parents which is dated within the past 12 months. If they do not have one their child will need to get a physical done.

☐ 110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

Reason determined out of compliance: I did not find this information in the files for six children.

How to correct: The parents of these children can get a copy of the Iowa Dept. of Public Health from their doctor for your records.

☐ 110.5(8) h- For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Reason determined out of compliance: I did not find this information in the file for the school-aged child in your care.

How to correct: The parents can get you a copy of a physical exam done since this child started school.

Enclosed is a copy of the Corrective Action Plan we signed in which you agreed not to use the outdoor play area in the side yard during peak traffic hours in the morning from 7:30 a.m. to 8:15 a.m. and afternoons from 2:30 p.m. to 3:30 p.m. You also agreed to not use the outdoor play equipment until you have added the additional wood chips to meet the guidelines for the depth and surrounding area around the equipment.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit is scheduled for March 18, 2014 at 9:30 a.m.

Please do not hesitate to contact me at DHS at 892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319/432-1076- Marie Rompot).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).